Street Opening Permit Policy

This policy establishes requirements for performing work within road rights-of-way within the Town of Reading.

Activities Requiring a Street Opening Permit

No person shall excavate any roadway in the Town of Reading for the purposes of installing or repairing sewer, water, drainage, gas, telephone, cable television or other utilities without first obtaining a Street Opening Permit from the Engineering Division of the Department of Public Works.

In addition, any excavation within the road right-of-way for the installation or replacement of driveway aprons, sidewalk or curb, or occupancy of the sidewalk or street area will require the issuance of a street opening permit.

Permit Application Submission Requirements

Applications for Street Opening Permits must include the following information:

- A current valid DIG SAFE number;
- A satisfactory Certificate of Insurance naming the Town of Reading as an additional insured:
- A satisfactory Street Opening Bond in the amount of Five Thousand Dollars (\$5,000.00) executed to the benefit of the Town of Reading; and
- A sketch of the location and nature of the work to be done.

Permit Issuance

Permits will be routinely issued between April 1 and November 15. Between November 15 and December 15, and between March 15 and April 1, a permit may be issued at the discretion of the Engineering Division. Between December 15 and March 15, the Director of Public Works may grant a permit under emergency conditions where no other alternative exists.

Permit Compliance

The applicant must comply with the Street Opening Permit Requirements and Roadway Construction and Repair Standards or Driveway Design Requirements as established by the Department of Public Works.

Permit Fees

A fee of \$25.00 will be charged for Street Opening permits related to driveways, sidewalk, curb, and street occupancy.

A fee of \$50.00 will be charged for Street Opening Permits related to utility construction or reconstruction.